

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:424-618**

**Quotations are Due By:**

**(Eastern Time) 11:00 AM on 06/12/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**

**Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Humanities Magazine Summer 2023

**QUANTITY:** 9200 (Approx) Saddle Stitch Pamphlets plus one (1) set of digital deliverables and 32 QARC's.

**\*\*PLEASE SPECIFY IN COMMENTS THE WEIGHT OF PAPER YOU ARE OFFERING WITH YOUR BID.\*\***

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 100-mile radius of zero milestone, Washington, DC.

**\*\*\*NOTE:** Quantities are approximate. Contractors are required to enter a true 'Additional Rate'. This is the running rate, not a per item price of total cost.\*\*\*

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team (Tim Sankey) on 202-512-0488 or email [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**TRIM SIZE:** 9-1/8 x 11-7/8"

**PAGES:** 60 pages (self-cover).

**SCHEDULE:**

Furnished Material will be available for pickup by 06/15/2023

Deliver complete (to arrive at destination) by 06/30/2023

F.O.B. destination

Purchase order to be provided by 6/13/23 so contractor may procure paper. Please note GFM furnished date of 6/15/23. If printing files are not available by 6/15/23, delivery is expected to be done within 10 business days from receiving the files.

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

DIGITAL PRINTING IS NOT ACCEPTABLE.

Self-Cover Magazine prints in four-color process and Pantone Warm Gray 11 with type/rule matter, illustrations, duotones, halftones, flattones, process color builds, solid colors (heavy coverage) with full and uneven bleeds. Some images must print and align across the bind. Magazine must be printed on a press capable of printing five (5) colors in a single pass through the press (minimum five (5) printing units).

**PRESS SHEET INSPECTION:** Final make-ready press sheets of all pages will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

**Viewing Light:** Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (1) workday prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

**NOTE:** Press Sheet must be a Minimum 175 lpi.

**DIGITAL DELIVERABLE:** The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the order, the contractor must furnish by email (See Distribution herein) one set of final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**MATERIAL FURNISHED:** Contractor to receive, via email/FTP contractor's website after award:

One (1) Purchase Order

One (1) Zip file, contains native files built on Macintosh G5 OS 10, Adobe InDesign CC 2019, Adobe Illustrator CC 2019, and/or Adobe Photoshop CC 2019. All printer and screen fonts will be furnished.

**NOTE:** Contractor must convert any Pantone Warm Gray 9 in file(s) to Pantone Warm Gray 11.

GPO Form 892c (R. 12/17) Proofs.

GPO Form 915 (Business Reply Label).

GPO Form 917 (Certificate of Selection).  
GPO Form 2678 (departmental random copies-blue label).  
GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
\*JCP Code\* A261, No. 1 Silk / Dull-Coated Text, White, Basis Size 25 X 38" Basis Weight 80 lbs.  
\*While the agency prefers JCP Code\* A261, No. 1 Silk / Dull-Coated Text, White, Basis Size 25 X 38", 80#, at contractors option, in lieu of 80#, contractor may substitute 100#.

**COLOR OF INK:**

4-color process and Pantone Warm Gray 11

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper (full and uneven bleeds). Follow Electronic Files.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at smoyer@neh.gov, alifson@neh.gov, dskinner@neh.gov and cc: tsankey@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than 1 workday from receipt at the Department to receipt in the contractor's plant.

PLUS

One (1) set of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded, and bound to the finished size of the product.

## PLUS

One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. NOTE: If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof. Contractor to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

NOTE: When proofs are made available for pickup by the agency, up to and including 25 pages may contain Author Alterations. NO additional time will be allowed for these Author Alterations. Corrected files will be supplied for these Author Alterations. One (1) additional workday will be allowed if more than 25 pages require Author Alterations. While no additional time is provided for Author Alterations, contractor can submit a modification request for prepress time for these changes to [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

Contractor is required to ensure that all proofs made are a direct representation of the electronic files. Color fidelity must be maintained; no reflow will be allowed. If any contractors errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproving; such operations must be accomplished within the original production schedule allotted in the specifications.

Send content proofs together with the furnished media (copy, electronic files) via traceable means directly to: David Skinner, NEH, 400 7th St., SW, Washington DC 20506. NOTE: Contractor to submit proofs simultaneously, contractor does not need to wait until emailed proofs are approved before proceeding with printed proofs. After initial proofing above, any subsequent proofs will be emailed PDF proofs only.

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (1) workday from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the

proof ships/delivers via e-mail sent to alifson@neh.gov, smoyer@neh.gov, dskinner@neh.gov, aheiss@neh.gov, mbiernik@neh.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "PROOF Notice for Jacket 424-618, Req#23-00003".

**BINDING:**

Saddle stitch in 2 places on 11-7/8" inch side. Trim 3 sides. Grain must run parallel to spine. Score on all folds (cracks or wrinkles are not acceptable).

**PACKING:**

Pack suitably in cartons and shipping containers to ensure books are not damaged during shipment. NTE 40 lbs/carton.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: Humanities Magazine Summer 2023

REQUISITION: 23-00003

JACKET NO.: 424-618

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

On the three (3) destinations to the National Endowment for the Humanities, please add also to the above:

ROOM #:

PHONE #

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to alifson@neh.gov, smoyer@neh.gov, amahoney@melwood.org and cc: tsankey@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 424-618, Requisition 23-00003. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver (approx.) 6,985 copies via traceable means to:

Melwood

5606 Dower House Rd

CTC Warehouse

Upper Marlboro MD 20772

Attention: Angela Mahoney (703) 299-3230. amahoney@melwood.org. **INSIDE DELIVERY REQUIRED.**

Give one-day notice to deliver and discuss logistics such as time and size of truck.

The three (3) locations below to the National Endowment for the Humanities should travel as one shipment to minimize shipping costs and will be routed internally to the correct office. Please box these shipments separately.

Deliver 1,388 copies (including 80 Departmental Random "Blue Label" Copies) via traceable means to:

National Endowment for the Humanities

(see ASO, 2nd floor)

cell phone: 202-834-5904

400 7th Street, SW

Washington, DC 20506

**INSIDE DELIVERY (202-606-8233)**

NOTE: All delivery carriers will be required to provide current insurance at the necessary levels required by the building. A point of contact to collect and verify this information will be provided by NEH to the contractor (Fedex, UPS, and USPS have already been prescreened).

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>.

Deliver 240 copies via traceable means to:  
National Endowment for the Humanities  
c/o (see ASO, 2nd floor)  
Please route to Publications, 4th floor  
400 7th Street, SW  
Washington, DC 20506  
INSIDE DELIVERY contact (202-606-8233)

Deliver 160 copies via traceable means to:  
National Endowment for the Humanities  
c/o (see ASO, 2nd floor)  
Please route to Chairman's Suite  
400 7th Street, SW  
Washington, DC 20506  
INSIDE DELIVERY (202-606-8233)

Deliver two (2) copies each (16 total) via traceable means to the following residential addresses (to be provided upon award):  
Amy Lifson, Warrenton, VA 20187  
David Skinner, Alexandria, VA 22301  
Maria Biernik, Arlington, VA 22204  
Steve Moyer, Camp Hill, PA 17011  
Angelica Aboulhosn, Washington, DC 20003  
Alyson Foster, Silver Spring, MD 20910  
Andrea Heiss, Arlington, VA 22202  
Shelby Lopez, Washington, DC 20018

Deliver Digital Deliverable via traceable means by email to: [smoyer@neh.gov](mailto:smoyer@neh.gov). Alternatively, file may be uploaded to [gpo.filessharing.gov](http://gpo.filessharing.gov) site for retrieval by GPO and agency.

Deliver one (1) copy via traceable means to:  
BAC (C+I) 1523-01  
U.S. Government Publishing Office  
Federal Depository Library Program  
Mail Stop: FDLP  
44 H Street, NW, Loading Dock  
Washington, DC 20401

Marked: Item No. 0831-B-08\_

Deliver ten (10) copies via traceable means to:

BAC (By-Law) 1525-01

Library of Congress

U.S./Anglo Division

U.S. Government Documents Section

101 Independence Ave., SE, Stop 4276

Washington, DC 20540-4276

NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS)., Marked "Depository File Copies".

Deliver 400 copies via traceable means to:

U.S. Government Publishing Office

Public Documents Warehouse

8660 Cherry Lane

Laurel, MD 20707

Attn: Subscription Stock

Req. 341 Sub. NR

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	*O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	*O.K. Press Sheets
P-10. Process Color Match	*O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. OK Proofs, Electronic files
- P-9. Solid and Screen Tint Color Match, Pantone Matching System
- P-10. OK proofs, Electronic files

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to sign a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket

and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** NONE